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Labour Market News

CENTRAL ALBERTA

Alberta Employment and Immigration

JOB SEEKERS

Working with numbers

Accounting technician and payroll administrator

Heather Raby has always been comfortable working with numbers. For the last two decades she has worked in jobs that allowed her to showcase her skills. "Payroll is a really good fit for me. I really enjoy my job," says the payroll assistant for Roll'n Oilfield Industries Ltd. in Red Deer. (See Raby's profile, page 4.)

Payroll administrators (NOC 1432) and accounting technicians (NOC 1231) work primarily with numbers. Accounting technicians are also called bookkeepers, office personnel and administrative support personnel. They may also work as clerks in accounts payable and receivable.

What they do

In small companies these workers may perform a variety of roles; in large companies they usually specialize in one area. Accounting technicians use computers and computer software to calculate, prepare and process invoices, accounts payable/receivable, payroll and budget documents and other routine financial records. Payroll administrators process payroll information and determine pay and benefit entitlements for employees in organizations of all types and sizes.

Erin Larouche, HR recruiter and owner of Diversified Staffing Services Ltd., says employers in the central region look at a combination of experience and skills when hiring for these positions.

Continued on page 2

EMPLOYERS

Avoiding the worst

How to throttle back without cutting staff

Revenues are down 10 per cent. What to do?

The first reaction may be to immediately cut labour costs by cutting staff. But think carefully. Pink slips are painful. And it's not just employees who feel the pain. Employers lose—sometimes more than they think.

When you lay off staff, it's not just the workers who leave, it's all the knowledge they carry. And if an employer hasn't been documenting current procedures, methods and contacts, that can be a strategic setback.

A single pink slip can also send a ripple of terror through the workplace, and your best employees might decide to head straight for exits—reducing productivity when you need it the most.

And once a company does turn around, the cost of training someone new is often a lot more expensive than the cost of firing someone. That is, if there is anyone around to hire.

Unlike previous downturns, there will be no glut of young workers desperate for a job two years down the road. The workforce is getting older. By the time the downturn is over an employer may find it all but impossible to find new workers.

Still, faced with the uncompromising demands of a balance sheet slipping deeper into the red, what can employers do to keep their workforce without blowing their budget?

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See page 7 for examples of cost cutting practices used by employers

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NEXT ISSUE...

SELF EMPLOYMENT

JOB SEEKER FEATURE STORY

Know your software training options

Continued from page 1

"Large companies want certifications, such as a two-year diploma in bookkeeping or accounting," says Larouche. "Smaller companies may only require you have a software program like QuickBooks or Simply Accounting." Because accounting technicians and payroll administrators use so many software programs employers like to hire those who have a good knowledge of computers.

On the job training

Larouche says some large companies use SAP or Great Plains software, which allows interlocking between departments. "If you enter something in accounts payable it automatically updates your inventory, it automatically updates HR."

However, companies that use SAP or Great Plains train their employees on the job, she says. "In Red Deer, it's the smaller and mid-size companies that use programs like Simply Accounting, Quickbooks, ACCPAC and Peachtree."

When it comes to bookkeepers, though, Larouche says experience is important to employers. "Two or three years of experience is a good enough start. A lot of people will start out with a small company doing accounts payable and receivable and work their way into larger companies."

Organizational skills

Brad Pallister, president of B&M Recruiting in Red Deer, says those who work in accounting or payroll or any administrative job must have strong organizational skills. "The one overarching trait administrators have is good organizational skills whether they are in data entry, accounts payable or accounts receivable. Administrators get thrown a whole bunch of information and they have to sort, organize and file that information."

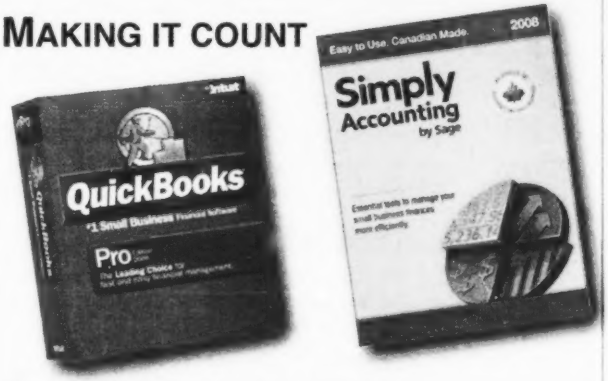
He says employers who come to him for recruiting needs don't ask for specific software program experience. "What they do want is someone who can adapt to many different software programs. They want people who are flexible," he says.

He agrees that employers will want people with knowledge in computers: Microsoft Windows knowledge, good typing skills and excellent interpersonal skills. "They also want a well-rounded individual. Someone with lots of soft skills: happy to deal with people, friendly, and approachable.

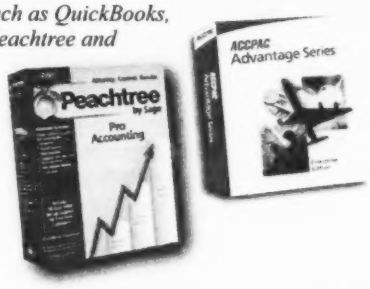
He says experience is also important, which can be tough for those who are just starting out. His advice is to demonstrate skills through the use of a portfolio. "If someone came to an interview and handed me a well-organized, attractive portfolio that highlighted their work, it would give that person an edge up on the competition."

According to the 2007 Wage and Salary survey, accounting technicians in Red Deer earn an average yearly wage of $36,716 and payroll administrators earn an average yearly wage of $43,824.

MAKING IT COUNT



Software programs such as QuickBooks, Simply Accounting, Peachtree and ACCPAC are common software programs that employers look for when hiring accounting technicians and payroll administrators.



Software training for accounting technicians and payroll administrators in central alberta

Those who want to work in payroll, bookkeeping, or as accounting technicians will benefit from these software training programs:

Academy of Learning in Red Deer offers courses in ACCPAC, Simply Accounting and QuickBooks Pro. The courses range from 21 hours to 46 hours. Some prerequisites apply. The school also offers the Computerized Payroll Accounting program (44 weeks) and the Payroll Administrator program (25 weeks). Flexible hours offered. For more information visit www.academyoflearning.com/AB/Home/Programs.
Phone: 403-347-6676

Canadian University College offers a Business Computer Application course which includes software training in Simply Accounting. For more information visit www.cauc.ca
Phone: 1-800-661-8129

Olds College offers continuing education in Quickbooks and Simply Accounting. For more information visit www.oldscollege.ca/programs.
Phone: 403-507-7956

Red Deer College offers evening courses in QuickBooks Pro Levels 1 and 2, and Simply Accounting Levels 1 and 2. For more information visit www.rdc.ab.ca/future_students.

Administrative careers

Careers TO CONSIDER

Besides accounting technicians and payroll administrators (featured on pages 1 and 2) there are plenty of other career opportunities thoughout Central Alberta for people interested in administrative jobs. There are many entry-level positions available in a variety of industries.

ADMINISTRATIVE ASSISTANT (NOC 1411)

Administrative assistants perform administrative duties ranging from general office tasks to acting as special assistants in particular departments. Administrative assistants can work in almost any industry. They work a standard work week in office environments. They must be familiar with word processing, spreadsheets, database and presentation software. They prepare invoices, reports, memos, and financial statements. Administrative assistants schedule meetings, answer telephones and prepare agendas. Administrative assistants must be well organized, have excellent oral and written communications skills, and the ability to work independently and in a team. Academy of Learning (www.academyoflearning.com) offers superior training for a career in office administration. According to the 2007 Alberta Wage and Salary Survey, administrative assistants in Central Alberta earned an average hourly wage of $14.59 and an average yearly salary of $28,737.

Also Known As: Other job titles for administrative assistants include administrative support personnel, clerical assistant, information clerk, office personnel, and secretary.

MEDICAL SECRETARY (NOC 1243)

Medical secretaries support doctors and other health care professionals by performing a wide variety of clerical and administrative tasks in health care settings, which include doctor's offices, dental offices and other health care practitioners. Tasks include scheduling appointments, word processing, bookkeeping/accounting, and answering telephone calls. They work standard office hours although they may be required to work some overtime. They must be highly accurate and able to follow directions, maintain patient confidentiality, have excellent oral and written communication skills, and a mature attitude towards the human body. Academy of Learning (www.academyoflearning.com/AB/Home/Programs), a private vocational school in Red Deer, offers a 44-week Medical Office Assistant program. According to the 2007 Alberta Wage and Salary Survey, medical secretaries in Alberta earned an average hourly wage of $19.22 and an average yearly salary of $35,877.

Also Known As: Other job titles for medical secretaries include administrative support personnel, office personnel, and secretary.

LEGAL SECRETARY (NOC 1242)

Legal secretaries perform a variety of secretarial and administrative duties in law offices, the legal departments of large organizations, courts, real estate companies, insurance companies and land title offices. They work a standard work week in fast-paced environments. They use word processing, spreadsheet, database or presentation software to prepare correspondence and legal documents such as deeds, wills, mortgages, contracts, statutory declarations, affidavits, motions and briefs. They answer the telephone, schedule appointments and meetings and handle administrative and business details. They may also attend court or conferences to take notes, minutes and dictation. Sometimes their duties overlap with paralegals. Red Deer College (www.rdc.ab.ca) offers a two-year Legal Assistant program. According to the 2007 Alberta Wage and Salary Survey, legal secretaries in Alberta earned an average hourly wage of $21.61 and an average yearly salary of $40,240.

Also Known As: Other job titles for legal secretaries include administrative support personnel, legal assistant, office personnel and secretary.

WHAT IS IT LIKE TO BE A ...

Payroll assistant

Heather Raby loves numbers, which is a perfect fit for her job in the payroll department.

How did you start in this career?

When I first started working it was in an administrative role at a university in Ontario, but it wasn't for me. I decided to seek out a job with another company in accounts payable. Once I was in my new position, I enrolled in courses through a local college in Ontario where I upgraded my skills. I moved to Alberta from Ontario last September. When I arrived in Red Deer, I went to Diversified Staffing Services Ltd. and was placed with Roll'n Oilfield Industries as a payroll assistant. It took only two weeks to be placed.

What do you enjoy about your job?

I enjoy doing payroll, it's one aspect of an office job that has always appealed to me. I enjoy working with numbers and have always been good at it.

Is it important in your position to upgrade your skills?

Over the years I've taken many college and university payroll courses. I've taken Financial Accounting (levels 1, 2), Economics and Business Communications. I also took some software courses such as Accpac and Peachtree. Some companies design their own in-house software but it's usually easy to pick up if you have a good understanding of other programs.

Does your job affect your lifestyle?

Not really, I work a regular work week, Monday to Friday. I drive a half hour to and from work, which gives me time to wind down. I try not to bring my job home with me. The drive allows me enough time to shake the workday off and relax a little.

What are some of the challenges of your job?

I've never worked for a oilfield company so this is a whole new environment for me. There is a lot to learn, and I'm still not up to speed in my industry lingo—I admit, I don't always understand the language. There is a lot to learn but it's a great company and the people who work here have been very understanding and patient with me.

Who is suited to this career?

To work in payroll you need an aptitude for numbers. You also must pay special attention to detail. You have to be meticulous in your work. It's not unheard of to double and triple check your numbers to ensure accuracy.

What are your future career goals?

I'd like to stay for as long as they will have me. In another 10 or so years I will be retiring. The thing with working in payroll is that once you are in it there isn't much room for advancement. In bigger companies there are more opportunities to advance but in small companies you reach the top and there's nowhere else to go. You'd have to try to find work in a large company if you really wanted to advance up the ranks.

CAREER PROFILE

Heather Raby

Raby is a payroll assistant for Roll'n Oilfield Industries Ltd. She does payroll for 77 people. Raby has been working for Roll'n for just four months and finds her job very rewarding. She admits there have been some growing pains starting out in her new job even though she has 30 years experience in the field. "I'm working with a new software program called Great Plains that I've never used before so it's taking me a bit of time to adjust to it." She has also started doing payroll for the company's Alaskan division. "There is a definite learning curve, I've never done payroll for U.S. employees so I'm learning the tax laws and differences between the U.S and Canadian payroll systems."

Working as a PAYROLL ASSISTANT (NOC 6221)

Wages	According to the 2007 Alberta Wage and Salary Survey, payroll administrators earned an average wage of $22.43 per hour, and an average annual salary of $43,824. Those who have experience and education earn more money than those who have no experience and little education.
Qualifications	Most employers look for payroll administrators who have a combination of experience and education. While a diploma or degree in business might help, employers also accept college and university courses that are relevant to the occupation. Employers may also provide product-specific in-house training.
Hiring tips	Check the career section or help wanted sections of local newspapers. Online job boards are also a good source. Try the Canada-Alberta Job Bank (www.jobbank.gc.ca), www.wowjobs.com, www.monster.ca or www.workopolis.com.

JOB SEARCH TIPS **work it out**

You've been **laid off ...**

How to get your career back on track

Losing your job is a life-changing experience. Whether you work in a cyclical field where layoffs are standard or you're hit by the current economic crisis, it's never easy to find yourself suddenly unemployed.

It's almost like losing a loved one—your career has been taken away from you, and you need to overcome the feeling of despair you've been left with. Just like the grieving cycle, there is a job loss cycle that you'll likely go through before you're ready to rebuild your career.

The job loss cycle

First you'll find yourself in **shock and denial**. "This can't be happening," you might think. This is when you need some time to yourself to do absolutely nothing—let the news sink in rather than trying to move on immediately.

The next phase is **fear and panic**. You might wonder whether you'll lose everything you've worked for. But don't let your worries take control—take a few minutes each day to focus on your fears, and don't allow yourself to dwell once that time is up.

Phase three is **anger**, which can be a good thing. Anger can be a motivational tool, as long as you don't channel it in a negative way. You'll have to learn to forgive.

Bargaining comes next, and you might start to think fate is going to bring a new job your way and everything will be great again. In reality, you are going to have to make that happen. And once that reality hits, you may find yourself feeling down and **depressed**—it's a steep climb back to the top, but know that you will get there.

Eventually you will move toward **acceptance** and feel like you're ready to face the world again—so get back out there and take control of your future. (For more information on the job loss cycle, visit uhr.rutgers.edu/documents/CopingwithJobLoss.pdf.)

Moving on

Once the initial shock passes, you'll have to get a few things in order for the sake of your day-to-day living and future employment.

☑ Apply for Employment Insurance (EI) (www.servicecanada.gc.ca/eng/ei/types/regular.shtml). You must be without work and without pay for seven days before you can apply, but it is recommended that you apply within four weeks of losing your job so you don't lose out on your benefits, too. It generally takes around 28 days to receive your first payment from the date your application is received, so don't delay in sending it in. Applications can be found at www100.hrdc-drhc.gc.ca/ae-ei/dem-app/english/home2.html.

If you get the dreaded pink slip, know what to do so you can start rebuilding your career.

☑ Get your paperwork together as soon as possible. You won't need it it to apply, but at some point you will need a Record of Employment (ROE) to receive EI benefits, and getting a letter of employment from your former employer is a good idea. "A lot of employers won't give phone references anymore because of privacy laws," says Shaune Fandrey, a work search and employment specialist at Career Assistance Network Ltd. She also recommends collecting your performance reviews and examples of your accomplishments to put in your portfolio.

☑ Update your resumé. "Some people are being laid off from jobs they've been at for five or 10 years. For some people, the last time they applied for a job they didn't even need a resume," says Fandrey. Things have changed since then, she adds, so make sure it's up-to-date before you begin your job search.

☑ Don't forget about your transferable skills. Fandrey says this is especially important for those who have to look for an alternate career path due to a lack of employment in their field. "You have to recognize what they are and how to utilize them," she says. (Visit NextSteps.org at www.nextsteps.org/career/transfer.html to get you started, or contact a career and employment counsellor (contact information on page 9.)

☑ Sign up for employment workshops offered by Alberta Employment and Immigration (call your local Labour Market Information Centre, as listed on page nine, to find out what is currently offered). You'll learn valuable lessons that will help in your job hunt, and you'll even have the opportunity to network. You never know who you might meet and who could lead you to a new job.

COMING EVENTS IN CENTRAL ALBERTA

Central Alberta Job Fair

The Central Alberta Job Fair will be held Wednesday March 25th at the Westerner Park in Red Deer. The fair runs 9:30 a.m. to 5:30 p.m. Parking and admission are free to an event that will let job seekers take directly with employers looking for help.

Mature Worker Forum

This free forum can help anyone 45+ make a career transition or start their job search. To register, go online to www.centralalberta.ab.ca and click on Training and Events, or call Marilyn at 403-340-4342. The forum will be held in the Trailblazer Room in the Westerner Park between 8:30 a.m. and 12:00 on Wednesday March 28.

JobBank

CANADA-JOBS ALBERTA

10 TOP JOBS

Jobs posted December 1 to 31, 2008, Red Deer Region

Red Deer Region includes Carstairs, Didsbury. Olds, Innisfail, Red Deer, Sylvan Lake, Stettler, Wetaskiwin, Ponoka, Lacombe, Rocky Mountain House, Caroline and Rimbey as well as rural areas and smaller towns around those.

Occupation Title and NOC Code	Number of Vacancies	Average Wage
Total job ads in December 2008	**1,296**	**$15.30**
Light Duty Cleaners (6661)	100	$11.81
Ambulance Attendants and Other Paramedical Services (3234)	59	N/A
Retail Salespersons and Sales Clerks (6421)	58	$15.09
Food Counter Attendants, Kitchen Helpers and Related Occupations (6641)	57	$11.21
Labourers in Food, Beverage and Tobacco Processing (9617)	55	$13.18
Nursery and Greenhouse Workers (8432)	50	N/A
Food and Beverage Servers (6453)	48	$9.41
Welders and Related Machine Operators (7265)	45	N/A
Heavy Duty Equipment Mechanics (7312)	44	$33.92
Food Service Supervisors	40	$13.25

Source: Service Canada, Canada-Alberta Job Order Bank Services
N/A (Not available) means five or fewer companies posted wages for this occupation.

FEATURED JOB

Nursery and Greenhouse Workers (NOC 8432)

The demand for nursery and greenhouse workers rises dramatically as spring approaches. In Central Alberta there are several large garden centres that hire nursery and greenhouse workers. Garden centres mainly offer temporary work through the summer months—something that often fits well with the needs of students and older workers who don't want a permanent position.

Nursery and greenhouse workers work indoors and outdoors planting, cultivating and harvesting trees, shrubs, flowers and plants, and serving nursery and greenhouse customers. There is a strong demand for yard personnel to help customers pick up and load their purchases. This work is mainly outdoors, and you have to be physically fit. Indoors, garden centres are looking for people to work very closely with customers, advising them on different plants and how to take care of them. Most centres will train new employees so they can provide the right advice to customers If you are interested in working with plants over the summer, employers like Parkland Garden Centre and Blue Grass Sod Farms will be looking for summer staff.

How to use the JobBank

JOB SEEKERS

Internet job boards like the Job Bank (www.jobbank.gc.ca) are powerful tools. With a few clicks, a job hunter can search any region of Canada for a particular job category, and even search for employers who've posted ads in the past. Job Bank also has advice on writing a resumé, tips for the job search, advice for finding unadvertised positions, information on self-employment, and notes on finding work in non-profit organizations. With computers and the Internet, job hunters can even automate parts of their job hunt.

With **Job Alert**, any job that matches one of three possible profiles will be automatically emailed to users.

Job Match allows a user to create profiles that will be automatically shown to employers searching for new workers

See page 9 for other job boards and more resources for employees.

Meet employers in person: Connections

Once a week Red Deer's Labour Market Information Centre hosts Employer Connections where a single employer will be available to sit down and explain their labour needs. It's an opportunity for job seekers to speak directly with the people who can best explain a job and a career. Find out about upcoming Employer Connections at employment.alberta.ca/central where there are links to two-page summaries of employers' presentations.

This website also has useful information on upcoming job fairs and events, links to previous editions of the Labour Market News, and links to Finding Work In ..., a monthly publication giving practical advice about finding work in different industries.

EMPLOYERS

For employers, the Job Bank offers a simple and free way of posting job ads right across the country, while the website's **Job Match** function allows employers to immediately search a database of resumés. The site also has hundreds of well organized links and articles that explain every stage in the hiring process. To post a job ad visit www.jobbank.gc.ca.

Top 10 career employment ads by industry (Red Deer Region, December 1-31, 2008)

Accommodation and food NAICS 72	252
Administration NAICS 56	161
Mining, oil and gas NAICS 21	148
Retail NAICS 44-45	139
Manufacturing NAICS 31-33	118
Construction NAICS 23	67
Other services NAICS 81	61
Logistics NAICS 48-49	52
Health care NAICS 62	40
Professional NAICS 54	19

Cutting without the layoffs

Best Practice FOR EMPLOYERS

Seven strategies and examples

There are options for employers who need to cut costs, but don't want to cut staff. Here are seven that have been tried, tested and proven.

1. Cut perks.

Paring back perks is probably the first place to start looking for cost savings. Unless a perk is a foundation of morale, consider chopping it.

2. Focus on success, and strategize.

When the company is in the red, a close look at the books might show some areas are still in the black, and could use some extra help. Recently, the engineering company Genivar faced a slowdown in large parts of its portfolio, but the infrastructure division was booming. Capitalizing on opportunity, Genivar is moving resources to help a growing business. Of course training is a priority if you want to maintain a flexible workforce like Genivar's, and that has an added bonus—the more tools you give employees to improve their performance, the more they will do just that.

3. Make efficiency a priority.

One of the few advantages of a downturn is an opportunity to review and revamp systems. "One of our employees realized we weren't getting the most out of a satellite phone we had bought," says Brad Pallister, owner of B&M Recruitment Solutions. Whether it's a top-down solution or inspired by employees, little changes can add up.

4. Think about the big picture before reacting with a blanket policy.

"No company should ever have a blanket hiring freeze," Pallister says. "In this market, you should be looking for the all-star dishwasher. If a new hire delivers better efficiency, or a bigger market, they're worth the investment. You should at the very least have an open mind during the slowdown."

5. Reduce hours.

Reducing hours is an option many won't like, but there are ways to make a virtue out of necessity. Not all employees want a full-time job. Older workers may want to ease into retirement, and parents may want to have more time with young families. Ask your staff about reducing hours. You may get a pleasant surprise. There are also options like extending popular vacations like Christmas. It's a strategy the Central Alberta's forestry sector has used successfully. "We get the necessary repairs done over Christmas and workers get to be home with their families a little longer," says Parker Hogan with the Alberta Forest Products Association. "It may not be perfect, but it works." Another program the forest sector has used to help it through some very rough years is the federal government's Work-Sharing program (see below).

6. Rethink the workplace.

When Telus was facing cost pressures in a boom economy, it decided to let workers go. Go home that is. The company instituted a major telework project that brought huge savings through lower real estate costs, and improved morale amongst workers who spent less time commuting and more time on the job. This may not work for all workers, or for all jobs, but if you can close an expensive and remote sales office, that's a big savings. Even if you do need space, take a hard look at it. A downtown location may have benefits, but price is probably not one of them.

7. Reduce pay.

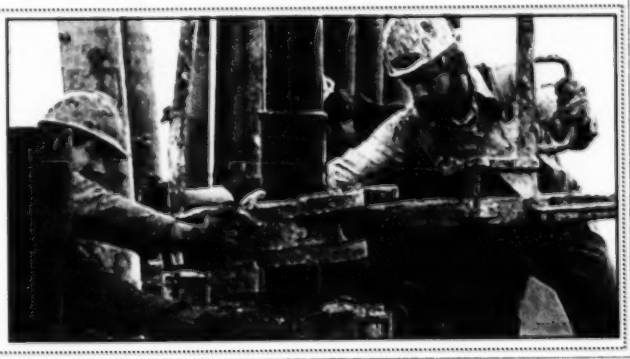
Cutting pay is one of the quickest and most efficient ways to trim costs. It's also the one most likely to earn management a failing grade from employees. Employers must tread carefully with this one, and the key concepts to keep in mind are fairness and communication. Any sign that the top brass are not sharing the pain will lead to morale problems. On the other hand, if management leads the way and explains the problem, employees will very often step up to the plate, stay on task, and contribute their share during the rough times. Certainly a company looking at wage cuts won't be alone. A Towers Perrin poll of Canadian companies in January 2009 found 41 per cent had imposed or were thinking about imposing wage cuts.

Work-Sharing

Work-Sharing lets employers retain staff when business is slow. Rather than lay off staff, this federal program helps employers cut back hours by supplementing lost wages from a slowdown with Employment Insurance benefits for workers (55 per cent of their maximum yearly insurable earnings). And there's no Employment Insurance waiting period.

How do I apply?

Visit www.servicecanada.gc.ca, link to 'Employers' and then to 'Work-Sharing program' where you can apply and read more.



EMPLOYERS

Avoiding the worst

Continued from page 1

For Brad Pallister, owner of B&M Recruitment Solutions, the first step is the easiest, least expensive and most important. "The most important thing is communication," says Pallister. "Ask your people for help. Involve them in the process."

Explaining the situation to employees prepares your workforce for change. If you have to act, your employees may not like it, but at least they may understand, and will be far less frightened. For an employer, fear is like a ball bearing loose in the innards of a motor—it can lead to nasty unexpected breakdowns. "If your top five performers left for safer jobs, that doesn't help the situation."

Employees can also be part of the solution. After all, they understand the situation, and have ideas that can lead to cost savings.

With a little understanding, employees may accept more pain during a downturn than employers might think. Balanced wage cuts, fewer hours and less perks are all solutions that are a lot more palatable than losing a job with a good company (see page 7 for some cost cutting suggestions, and some examples).

Above all, Pallister says employers need to step back and think. "Don't get caught up in cutting staff," he says. "Look at the big picture. And the big picture is cutting costs and making money. And that may mean hiring."

If all else fails...

Job cuts don't have a great record for solving problems. In the 90's a study of companies that downsized found only 20 per cent achieved their goals (Wyatt Company). But sometimes there really isn't any other option. Cutting staff is a tough choice, but the Alberta government can help make it a little easier.

"We can help employers help their employees make a successful career transition by offering free career planning and job-search information sessions," explains Mary Fizer, a contract services coordinator with Alberta Employment and Immigration's (E&I) Red Deer service centre.

Initial discussions with employers focus on the needs of staff. Confidential discussions look at the number of employees, their skills and education level, and potential areas of interest for staff. E&I staff then use this information to develop a short presentation, usually delivered at the work site. Service Canada is also invited to present information on Employment Insurance.

Solutions can include coordinating job interviews and job placement activities, pointing staff to programs offered by the government that can bring real help and helping employees find and use job sources like career fairs.

This program has already been used by several Central Alberta companies. Hopefully it won't have to be used that often in the future. But for employers who have no other choice, help like this may save a few sleepless nights of worry.

Employers who are considering downsizing can contact their local E&I office to request assistance for their staff (see bottom of page 9 for contact information. If you are in Red Deer you can phone 403-340-5353).

EMPLOYER

Resources

Both federal and provincial governments have practical programs to help meet the current needs of employers. Here are a few programs that can be of assistance to business.

Information sources

The Labour Market Information page on the Alberta Employment and Immigration (E&I) website offers links to labour force statistics, forecasts, and wage and salary information. (employment.alberta.ca/lmi)

- **The Central Alberta Economic Partnership (CAEP) website (www.centralalberta.ab.ca) has hundreds of links to information sources and programs including:**
- Support for Training Workers
- Wage Subsidy Programs
- Recruiting Employees
- Employment Services in Central Alberta
- Foreign Worker Employer Guide

Seminars and networking

Employer Connections are held every Wednesday at the Labour Market Information Centre, 2nd Floor, First Red Deer Place, 4911-51 St. (across from the Provincial Building).

The meetings are an opportunity to meet job seekers, employment agencies and career counsellors.

Each week a single employer is showcased and presents their current job opportunities. To participate free of charge call 403-340-4342 and ask for a Business and Industry Liaison.

Labour solutions

- **Red Deer Aboriginal Employment Services. Ph. 403-358-7734**
- Métis Employment Services. **Ph. 403-342-6636**
- **Career Assistance Network (www.rdcan.ca) teams unemployed workers with employers. Ph. 403-341-7811**
- Employment Placement Support Services **supports adults over 25, and persons with disabilities age 18 and over. Ph. 403-343-6249**
- **Employment Access offers employment programs for clients with disabilities. Ph. 403-341-2363**
- DRES **provides support and assistance to employers hiring people with disabilities. Contact the Canada-Alberta Service Centre in Red Deer. Ph. 403-340-5353**

Personalized help when needed

There are dozens of programs available to employers. E&I employees will visit the workplace and provide a summary of options and opportunities. For example, they can direct managers to initiatives that will help their business, and workforce adjustment teams are available to help employees find new work if they are laid off.

For more information call 403-340-4342 and ask for a Business and Industry Liaison.

Sign up free: We're live and online

In the News, an electronic digest about regional business expansions, relocations and closures, and *Finding Work In*, which profiles different career opportunities, are available online at employment.alberta.ca/central. A free subscription service will notify you by e-mail when the latest edition of each product comes out.

On the same web page there are *Labour Market News* products for Stettler, Wetaskiwin, Vermillion and Wainwright.

JOB SEEKER

Resources

There are many resources in the central region that can be helpful to job seekers and workers alike.

Where to find us

This publication, In the News, (an electronic digest about regional business expansions, relocations and closures) and Finding Work In, which profiles different career opportunities, are available online at employment.alberta.ca/central.

A free subscription service will notify you by e-mail when the latest edition of each product comes out.

Job search and career websites

- www.jobbank.gc.ca **(Job listings, links and other services)**
- www.alis.gov.ab.ca **(Alberta Learning Information Service)**
- www.workopolis.ca **(Job listings)**
- www.monster.ca **(Job listings)**
- www.nextsteps.org **(Job resources for youth)**
- www.albertajobs.com **(Job listings)**
- www.hgcareers.com **(Job listings)**
- www.healthjobs.ab.ca **(Health care job listings)**

Job search and career information by phone

Alberta Career Information Hotline:

1-800-661-3753

Fax: (780) 422-0372 TDD: (780) 422-5283

Resumé review service

The Government of Alberta e-Resumé Review Service is a great way to have a resumé reviewed and improved, before sending it to employers.

To access the service, log on to www.alis.gov.ab.ca/hotline/resume and follow the instructions to send your resumé for review.

The service is free to residents of Alberta and those seeking work in Alberta.

Resources for labour market information

These websites offer a wealth of labour market information on Alberta and specific communities.

- employment.alberta.ca/lmi **(Alberta Employment and Immigration)**
- www.alis.gov.ab.ca **(Alberta Learning Information Service)**
- www.albertafirst.com **(Business and economic information)**
- www.centralalberta.ab.ca **(Central Alberta Economic Partnership)**
- www.alis.gov.ab.ca/employment/lmi/alberta.asp) **(Labour market information across Alberta)**
- www.labourmarketinformation.ca **(Service Canada)**

Seminars and networking

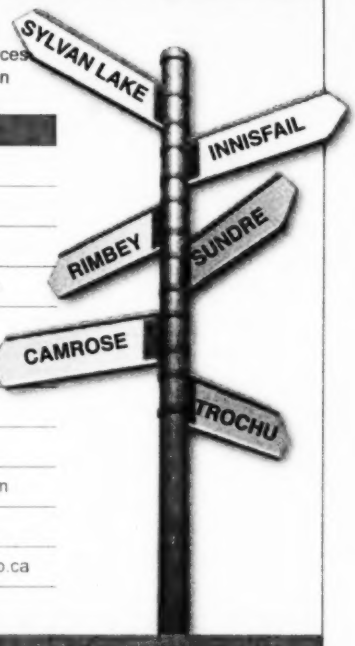
Employer Connections are held every Wednesday at the Labour Market Information Centre, 2nd Floor, First Red Deer Place, 4911-51 St. across from the Provincial Building.

The meetings are an opportunity to meet employers face to face.

New to Central Alberta?

See past issues of the Labour Market News (employment.alberta.ca/central) for employment, social services, health care, transportation and other great resources available in your community. Information is also available on municipal websites (see links below).

City / Town	Month
Camrose	www.camrose.com
Didsbury	www.didsbury.ca
Drayton Valley	www.draytonvalley.ca
Innisfail	www.townofinnisfail.com
Lacombe	www.lacombe.ca
Olds	www.town.olds.ab.ca
Ponoka	www.ponoka.org
Red Deer	www.reddeer.ca
Rocky Mountain House	www.rockymtnhouse.com
Stettler	www.stettler.net
Sylvan Lake	www.town.sylvan-lake.ab.ca
Wetaskiwin	www.wetaskiwin.ca



LABOUR MARKET INFORMATION CENTRES

Labour Market Information Centres (LMIC's) provide information to help you make career, learning and work decisions. LMICs have books, magazines, newspapers, software and videos about employment-related topics.

There are LMIC's across Alberta. For a complete list, see: employment.alberta.ca/lmic.

LMIC's in Central Alberta:

Camrose Alberta Service Centre
3rd Flr., Gemini Centre, 6708 - 48 Ave.
Ph. (780) 608-2525

Drayton Valley Sub-Office
2nd Floor Provincial Building
5136 - 51 Ave. Ph. (780) 542-3134

Olds Alberta Service Centre
4905 - 50 Ave. Ph. (403) 507-8060

Red Deer Canada-Alberta Service Centre
2nd Floor First Red Deer Place, 4911 - 51 St.
Ph. (403) 340-5353

Rocky Mountain House Alberta Service Centre, 4919 - 51 St. Ph. (403) 845-8590

Stettler Alberta Service Centre
4835 - 50 St. Ph. (403) 742-7586

Wetaskiwin Alberta Service Centre
1st Floor Macadil Building
5201 - 51 Ave. Ph. (780) 361 1272

Lloydminster LMIC
5016 - 48 St. Ph. (780) 871-6445

Wainwright LMIC
810 - 14 Ave. Ph. (780) 842-7500

Vermilion LMIC
4701 - 52 St. Ph. (780) 853-8164